Job Aid - Reportable Project Decision Tree

IT Activity
Does the Agency/state entity's IT activity meet the definition of an IT Project? (R1)

Yes

Does the activity meet the definition of Maintenance or Operations? (R2)

No

Yes

Has the project/effort been previously approved and considered an ongoing IT activity? (R3)

No

Is the project directly associated with any of the following?
- Single function process control systems, analog data collection devices, or telemetry systems. (R4)
- Telecommunications equipment used exclusively for voice communications. (R5)
- Voice Over Internet Protocol (VOIP) phone systems. (R6)
- Acquisition of printers, scanners and copiers. (R7)

Yes

Project is exempt from PAL

No

Is the primary objective of the project to acquire desktop and mobile computing commodities? (R8)

Yes

Non-Reportable - Project approval authority delegated to Agency/state entity

No

Does the project meet all of the criteria for Commercial off the Shelf (COTS) Software and Cloud Software as a Services (SaaS) delegation? (R9)

Yes

Non-Reportable - AIO or CDT Approval of Stage 1 Business Analysis required, approval of remaining stages delegated to Agency/state entity Director

No

Does the project meet any of the criteria for a Reportable Project? (R10)

Yes

Non-Reportable - AIO or CDT Approval of Stage 1 Business Analysis required, approval of remaining stages delegated to Agency/state entity Director

No

Has the Agency/state entity received an exemption from reporting through an approved Reporting Exemption Request? (R11)

Yes

Reportable - AIO or CDT approval of Stage 1 Business Analysis required, CDT approval of remaining stages required

No